

Perry Public Schools

Request for Proposal for Laptop Cart Solution

RFP Number: LaptopCart2006

Date Issued: March 17, 2006

Perry Public Schools
2775 Britton Road
Perry, MI 48872

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Section 1: Administrative Information

1 Administrative Information

Perry Public Schools is issuing this request for proposal (RFP) for the purchase of a laptop cart. This section provides the RFP administrative information and guidelines for suppliers.

1.1 RFP Schedule

The following table lists the activities relevant to the RFP process. The District reserves the right to change these dates and will notify suppliers in such a case.

Activity	Time	Date
RFP Released	3:00 PM EST	March 17, 2006
Notice of intent to bid due	3:00 PM EST	March 31, 2006
RFP questions deadline	3:00 PM EST	March 31, 2006
Proposals due	3:00 PM EST	April 7, 2006
Proposals opened and read aloud	4:00 PM EST	April 7, 2006
Evaluations complete		April 14, 2006
Contract negotiations complete		April 21, 2006
Delivery of all items complete		May 22, 2006

1.2 Contact Information

Please use the following name and address for all correspondence with Perry Public Schools concerning this RFP. Suppliers who solicit information about this RFP either directly or indirectly from other sources may be disqualified. Suppliers should rely only on written statements issued by the RFP coordinator.

Jason Rivard
Director of Technology
2775 Britton Road
Perry, MI 48872

E-mail rivardj@perry.k12.mi.us
Office (517) 625-0111
Fax (517) 625-6256

1.3 Intent to Bid

Supplier must sign and return the Intent to Bid to the address specified in Section 1.2 no later than 3:00 P.M. Eastern Standard Time on the date identified in the RFP schedule. The notice of intent to bid is part of this RFP package.

Submission of this notice constitutes the supplier's acceptance of the RFP schedule, procedures, evaluation criteria, and other administrative instructions of this RFP. Suppliers who do not return this notice will be disqualified from further participation in this RFP.

1.4 Submission of Proposals

Proposals are due April 7, 2006 at 3:00 P.M. Eastern Standard Time. Bids received after the deadline will be returned to the vendor unopened. Bids must be sealed and not delivered in open packages or binders. Additional proposal materials such as books, CDs, and other materials should be packaged separately but should be received with proposals. Proposals must be marked as follows and sent to

RFP for Laptop Cart
Business Office
Perry Public Schools
2775 Britton Road
Perry, MI 48872

1.5 Questions

Submit questions in writing by mail, e-mail, or fax to the address listed below. No telephone questions or questions in person will be accepted or considered. Suppliers should refer to the specific RFP section number, paragraph number, and page and should quote the passage being questioned. The District will respond to questions promptly and will send answers to suppliers as a group. In doing so, the District will delete supplier names from the text of questions and answers being sent. Refer to the RFP schedule for the deadline date.

Jason Rivard
Technology Director
Perry Public Schools
2775 Britton Road
Perry, MI 48872

E-mail: rivardj@perry.k12.mi.us
Fax: (517) 625-6256

1.6 No Referrals

Suppliers may not refer or pass this RFP on to another supplier without prior approval of the District.

1.7 No Press Releases or Public Disclosure

Suppliers may not release any information about this RFP. The winning supplier may not issue a press release until it has been reviewed and approved by the District.

1.8 Demonstrations

The District may require a product demonstration for those suppliers on the shortlist. The demonstration must use the same products being proposed and provide enough functionality to simulate the basic functions being proposed. Suppliers will be provided with advance notice of the demonstration date and are responsible for their own demonstration equipment.

1.9 Oral Presentations

The District may require an oral presentation for those suppliers on the shortlist. The oral presentation should concentrate on the business aspects of the proposal and should not be a technical review of the solution. Appropriate visual and written materials are expected, but the format is left to the discretion of the supplier. Suppliers may not have more than five people attend the presentation. Presentations may not exceed three hours. Appropriate handouts should be prepared and distributed. There will be no more than ten District personnel at the presentation, which will include the RFP team and District management.

1.10 Award Notification

The District expects to make a first cut of suppliers and develop a shortlist of finalists. Suppliers who are not finalists will be notified in writing at the same time as finalists are notified they are on the shortlist.

After a final selection is made, the winning supplier will be invited to negotiate a contract with the District; remaining suppliers will be notified in writing of their selection status.

1.11 Ownership of Materials

All materials submitted in response to this RFP become the property of the District. Proposals and supporting materials will not be returned to suppliers.

1.12 Rejection of Proposals

The District reserves the right to reject any or all proposals. One copy of each proposal will be kept on file for six months; all other copies will be destroyed, along with any collateral materials sent with the proposal.

1.13 Proposal Costs

The District is not responsible for any costs incurred by the supplier in the preparation and presentation of proposals, demonstrations, and site visits.

1.14 Errors in Proposal

The District is not liable for errors in supplier proposals. A supplier may correct an error in his or her proposal with District approval. Changes after the submission date may be made only to correct an error in an existing part of the proposal. New material may not be submitted. No oral, telephone, or faxed modifications or corrections will be accepted.

1.15 Evaluation Criteria

The District is interested in obtaining a complete solution to the requirements contained in this RFP. Proposals that meet the proposal instructions and requirements will be given a thorough and objective review. Proposals that are late, do not comply with proposal instructions, or take exceptions to mandatory requirements will be eliminated without further consideration.

The District will evaluate proposals using a number of factors as outlined in the next paragraphs.

1.15.1 Technical Solution

Primary consideration will be given to meeting the mandatory functional requirements as listed in this RFP. Proposals will be evaluated according to the following criteria:

1. Fulfillment of the requirements as stated in this RFP.
2. Understanding of the work to be performed.
3. Technical approach and methodology to accomplish the work.
4. Completeness and competence in addressing the scope of work.

1.15.2 Pricing

The District will consider pricing as part of the evaluation criteria. It is not essential to bid the lowest price to win; however, large pricing differentials between bidders will be carefully examined. Price will be used as a final indicator for determining finalists when all other criteria have been normalized.

1.16 Proposal Format

Suppliers are requested to adhere to the following proposal format, which provides a section layout for the proposal and pricing section.

Volume 1: Technical Proposal

Transmittal Letter

Bid Bond

Familial Statement

Section 1 Executive Summary

Section 2 Technical Section

Section 3: Supplier's Section

Appendix A Supplemental and Collateral Material

Volume 2: Price Proposal

Should be separately bound. Volume 2 must also be submitted in Microsoft Excel format.

Transmittal letter. A transmittal letter must accompany all proposals. A corporate officer or person who is authorized to represent your company must sign this letter. The letter of transmittal *must* meet the following requirements:

1. Identify the submitting organization.
2. Identify the name and title of the person authorized by the organization to obligate the organization contractually.
3. Identify the name, title, and telephone number of the person authorized to negotiate the contract on behalf of the organization.
4. Identify the names, titles, and telephone numbers of person to be contacted for clarification.
5. Explicitly indicate acceptance of the requirements in this RFP.
6. Bear the signature of the person authorized to obligate the organization contractually.
7. Acknowledge receipt of any and all amendments to this RFP.

Bid bond. The Supplier must provide a bid security bond in the amount of 5% of the bid. This bid bond must accompany the proposal. The Supplier must also provide a performance bond in the amount of the full amount of the bid.

The Supplier must pay the premium upon all bonds. The District will approve any surety company, which, at the time of this Contract, is listed in the latest published U.S. Treasury Department list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies."

Familial Statement. The bid must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or

the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy.

1.17 Submission of Proposals

Proposals shall be submitted in writing and in MS Word format. Electronic copies may be submitted on diskette, CD-ROM, or DVD-ROM, but not File Transfer Protocol (FTP). The District will not accept any e-mailed or faxed proposals or oral submissions.

Please refer to the RFP schedule for the due date and location.

1.18 Alternative Proposals

The District will not accept any alternative proposals in response to this RFP. The District has taken great care to ensure that requirements are functionally stated and expects suppliers to respond to those requirements with standard products.

1.19 Late Submission

Proposals submitted after the closing date and time will not be accepted. The District is not responsible for late delivery or proposals lost in delivery. Suppliers must notify the District if there is an extenuating circumstance that may prevent on-time delivery. Refer to the RFP schedule for the due date and time.

1.20 Number of Proposals

Suppliers shall provide one copy of each volume. Each volume must be clearly marked and packaged separately. One copy of the electronic version is sufficient. Only one copy of any collateral materials need be submitted if there is additional material.

1.21 Proposal Preparation

Proposals should be prepared simply and economically without emphasis on the presentation of the proposal. Expensive bindings, color photographs and excessive promotional materials, such as videos, are neither desired nor needed. Suppliers may submit brochures if requested, but should not include materials not requested.

The District prefers to receive proposals in appropriately sized three-ring binders with index tabs to separate sections.

1.22 Confidential or Proprietary Information

The District has no obligation to share proposal material with any other party and will respect any documents or materials that suppliers have clearly marked "Confidential" or

“Proprietary.” However, only those pages that contain the proprietary information should be so designated, not the complete proposal. The District is not obligated to maintain the confidentiality of any information that was known prior to receipt of proposal, or becomes publicly known through no fault of the District, or is received without obligation of confidentiality from a third party.

1.23 RFP Amendments

The District reserves the right to amend this RFP at any time prior to the closing date. Amendments will be issued only to suppliers who are going to complete a proposal. Suppliers must sign and return an amendment acknowledgment form. No other amendments, verbal or otherwise, will be acknowledged by the District.

1.24 Primary Supplier

The District expects to negotiate and contract with only one “prime supplier.” The District will not accept any proposal that reflect an equal teaming arrangement or from suppliers who are cobidding on this RFP. The prime supplier will be responsible for the management of all subcontractors. The District will not accept any invoices from subcontractors or become part of any negotiations between a prime supplier and a subcontractor.

1.25 Complete Solutions

The District will accept only complete solutions from a prime supplier. Suppliers may not bid on only one item or selected items from the RFP.

1.26 Offer Expiration Date

Proposals in response to this RFP will be valid for 120 days from the proposal due date. The District reserves the right to ask for an extension of time if needed.

1.27 Post-Award Debriefing

The District will upon request offer to debrief suppliers who were disqualified or did not win the contract. This request for debriefing will be accommodated only after the final contract has been awarded. Suppliers may either make appointments for a conference at the District or be debriefed via a telephone conference.

1.28 Designation of Requirements

To prevent any confusion over identifying technical and management requirements in this RFP, the following definitions are offered:

1. *Shall*. The word *shall* is used to designate a mandatory requirement. Suppliers must respond to all mandatory requirements presented in this RFP. Failure to respond to a

mandatory requirement may be cause to disqualify your proposal.

2. *Should*. The word *should* is used to describe project goals.
3. *Will*. The word *will* is used to denote statements of intent.

Section 2: Technical Requirements

2 Technical Requirements

The objective of this procurement is to obtain a wireless laptop cart solution that best meets the functional requirements as identified in this RFP.

2.1 Laptop

There shall be thirty laptops that have the following specifications:

- 2.1.1 Acer TravelMate 4404WLMi .
- 2.1.2 1.8 GHZ Turion 64 ML-34 processor
- 2.1.3 1 GB RAM.
- 2.1.4 120 GB Hard drive
- 2.1.5 Double layer DVD+/- RW
- 2.1.6 10/100/1000 Ethernet
- 2.1.7 56kbps/V.92 modem
- 2.1.8 WiFi 802.11b/g.
- 2.1.9 Microsoft Windows XP Professional.
- 2.1.10 Diskette drive.
- 2.1.11 15.4" WXGA display
- 2.1.12 One-year on-site warranty.

2.2 Wireless Access Point

There shall be one wireless access point with the following specifications:

- 2.2.1 NETGEAR WAG102 ProSafe Dual Band Wireless Access Point
- 2.2.2 Compliant with 802.11b/g.

2.3 Printer

There shall be one printer with the following specifications:

2.3.1 Hewlett-Packard LaserJet 1320.

2.3.2 Wireless print server.

2.4 Laptop Cart

2.4.1 Capacity for thirty laptops.

2.4.2 Lockable doors.

2.4.3 Capability of charging thirty laptops simultaneously.

2.4.4 Ability to mount wireless access point and network printer on the cart.

2.5 Optional Bid

2.5.1 Two Fifteen Station Laptop Carts.

The District will evaluate alternate bids for two fifteen-station laptop carts. In the event that an alternate bid is submitted, it shall conform to all of the technical requirements of this RFP. The only exception is the two laptop carts may be fifteen station carts instead of one thirty-station cart. Both laptop carts shall have the required wireless access point, printer, and fifteen laptops.

Section 3: Supplier's Section

3 Supplier's Section

Suppliers are encouraged to question and/or comment on the RFP's schedule and other requirements. Examples of these comments are concerns about the project requirements, ideas for solving a requirement in a different way, or project requirements that were not made but should be considered.

Section 4: Pricing Section

4 Pricing Section

Suppliers must provide a price breakdown for all products, shipping, fees, and at least a one-year warranty. Please provide as an option the price, per year, to purchase additional years of warranty for the laptops, printer, and wireless access point.

Contracts and licenses

Please use this section to include contracts such as:

- Purchase agreement
- Maintenance contract
- Warranty period
- Software license agreement
- Performance bonds
- Payment bonds
- Nondisclosure agreements

Notice of Intent to Bid

Intent to Bid

RFP Title _____

Suppliers must complete and return this form within the time specified in the RFP schedule in the administrative section. Vendors who do not return this form will be disqualified from further participation. The undersigned authorized person has read all RFP instructions and requirements and will submit a proposal in compliance with those instructions. Return this form to the name and address listed in the administrative section.

Will you be responding to this RFP? Yes No

Company Name: _____

Name: _____ Title: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____ Web site: _____

If not responding, reason for not doing so: _____

Transmittal Letter

Familial Relationship Disclosure Statement

As required by Public Act 451 of 1976, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of Education of the Perry Public Schools or the Superintendent of the School District. The Board of Education shall not accept a bid that does not include a sworn and notarized familial relationship disclosure statement.

Signature: _____ Date: _____

Company Name: _____

Name: _____ Title: _____

Supplier's RFP Checklist

Please use this checklist before you submit your proposal to ensure that you have completed critical items. If you do not provide these documents, your proposal will be returned to you unopened.

☐ 1. Notice of Intent to Bid (submitted by the deadline)

☐ 1. Transmittal Letter

☐ 2. Bid Bond

☐ 3. Familial Statement